



## **Career and Technical Education (CTE) Awareness Initiatives Grant Application Guidelines**

The Center for Education and Career Innovation (CECI) was established by Governor Mike Pence via an executive order in August 2013. Its mission is to advance the learning outcomes for Hoosier students and adult workers by: (1) aligning statewide efforts to connect the education and workforce training pipeline with the needs of Indiana's employers, and (2) supporting the expansion of innovative and highly effective education and career development initiatives. CECI combines the operational support for four state entities that include: the Indiana Career Council, Indiana Works Councils, Education Roundtable, and the State Board of Education (SBOE). CECI's guiding principles include:

- Supporting integrated service delivery that is student- and adult worker-centric, and is focused on defined outcomes.
- Ensuring Indiana's educators are given the necessary freedom, support and flexibility to succeed in the classroom, and are rewarded for their successes.
- Fostering, identifying and scaling the most innovative and effective education and workforce models, tools and resources.
- Holding students, adult workers, educators, schools, higher education institutions and workforce programs accountable for their progress through rigorous, fair and transparent accountability systems.
- Eliminating silos and aligning resource allocation efforts in collaboration with public and private sector partners, providers and employers.

The Indiana Works Councils and CECI announce the availability of grant funding for each Indiana Regional Works Council. Proposals will be considered for up to \$65,000 for each region. The purpose of this grant application is to provide each council with the opportunity to fund a Career and Technical Education (CTE) Awareness project as well as a secondary project; both must address issues that each council uncovered in its initial evaluation of CTE opportunities within its region.

### ***Section I: Eligible Applicants and Fiscal Agents***

Grant proposals must be developed by a Regional Works Council and eligible fiscal agent. Fiscal agents must be registered as a business entity with the Indiana Secretary of State. To check status or request registration please visit the Secretary of State's website at <http://www.in.gov/sos/business/2426.htm> or call 317-232-6531. Fiscal agents must also be an active registered vendor with the Auditor of State's Office. Please provide an active Vendor Identification Number or request a new or updated registration by completing Vendor Form 53788 (Appendix A).

Fiscal agents must be an entity that is affiliated with a member of the regional council. Examples of fiscal agents may include:

- Private entity/corporation

- Non-profit organization
- School corporation

A review team will analyze all grant proposals. The review team will consist of staff from the Center for Education & Career Innovation.

## ***Section II: Timeline and Fiscal Requirements***

The deadline to submit grant proposals is **March 26, 2014** with awards being announced in April 2014. Grant funding will begin in May 2014 and continue until June 30, 2015. Grants will run on the following approximate timeline:

<b>Timeline</b>	<b>CTE Awareness Initiatives Grant</b>
Proposals Due	March 26, 2014
Announcement of Awards	March 2014
Funding Available	May 2014 to June 30, 2015

### ***Requests for Reimbursement***

Grantees must submit requests for reimbursement utilizing the attached invoice (Appendix B). Reimbursements may be submitted on either a monthly or a quarterly basis. CECI will process requests for reimbursement as quickly as possible. Reimbursements may take up to 45 days.

### ***Status Reports***

Grantees must submit written status reports, via email and/or postal mail, to CECI along with each fiscal invoice. The purpose of these status reports is to allow CECI to verify that grant funds are being utilized in accordance to the budget detail sheet and that the stated deliverables are being met. These status reports must include the following: (1) overview of objectives, (2) a financial statement, and (3) report on performance measures.

### ***Grant Contract and Conditions of Payment***

Before grant funding will be awarded, the Grantee must agree to the terms provided within the grant contract (Appendix C). All services provided by the Grantee under this Contract must be performed to the State's reasonable satisfaction, as determined at the discretion of the undersigned State representative and in accordance with all applicable federal, state, local laws, ordinances, rules and regulations. The State shall not be required to pay for work found to be unsatisfactory, inconsistent with this Contract or performed in violation of any federal, state or local statute, ordinance, rule or regulation.

Unless the grant agreement provides otherwise, all interest earned on grant funds during the grant period must be expended by the grant recipient during the grant period, but only for purposes authorized by the grant. Any grant funds or interest earned on grant funds not expended or obligated at the end of the grant period and any interest earned on grant funds after the grant period has expired, must be returned to the state within 45 days following the submission of the performance report.



### ***Section III: Narrative Requirements***

The purpose of this grant application is to provide each Regional Works Council with the opportunity to fund a CTE Awareness project as well as a secondary project; both must address issues that the council uncovered in their initial evaluation of CTE opportunities within their region. CECI is seeking grant proposals that meets regional needs.

#### **What is meant by CTE Awareness Initiative?**

One of the critical areas of need identified in *all* of the Works Councils' initial reports (see Appendix D) was the need to shift perceptions that career and technical education pathways (to career or postsecondary work) are of less value than pathways that lead to traditional 4-year degrees.

Below are a few categories of potential awareness initiatives:

- **Perception.** Efforts that inform the perception of career and technical education courses and programs as rigorous, applicable to students at all ability levels, and leading to high wage/high demand occupations
- **Career Counseling.** Proposals that broaden school counselor or teacher understanding of the spectrum of postsecondary education and training options available to students and the associated high wage and demand occupations available to graduates
- **Promotion of specific CTE opportunities.** Strategies that increase understanding of Indiana's college and career pathways and result in more students earning dual credits, industry certifications, technical certificates and the Core 40 with Technical Honors Diploma
- **Business and Career Integration:** Strategies that focus on the recruitment of business and industry to showcase operations to students, parents, teachers, and/or guidance counselors.

#### **CTE Awareness Initiatives Examples**

- Infusing more career counseling initiatives into curriculum
- Summer, fall, or spring break camps for students that focus on an important sector
- Teacher or guidance counselor tours of industry
- Partner with local chamber and/or labor organizations to focus on employers to open doors and share information on specific career options
- Shadowing/mentoring experiences for students, teachers, guidance counselors
- CTE open houses with focused industry experts
- Electronic storytelling to capture opportunities and progression by individual workers

#### **What is meant by Secondary Project?**

Each Works Council identified areas of need in its initial evaluation of regional CTE opportunities. CECI then summarized the most common themes in an Executive Summary of the Works Councils reports (Appendix D). Works Council members may choose to embark on a secondary project that addresses one of the needs that was outlined in its initial evaluation.

## Secondary Project Examples

- Addressing employability skills through curriculum
- Establishing industry partnerships in focused sectors

Applicants must demonstrate the need for grant funding and offer measurable outcomes that will be achieved in accordance to the mission and vision of CECI.

In 2013 each Regional Works Council contributed findings which led to the release of an Executive Summary outlining five common themes found across each region (see Appendix D).

Grant applicants must establish:

- a) how the Works Council plans to address the need for more CTE Awareness Initiatives; and
- b) (Optional) an additional need that Works Council would like to address (based on one of the five themes addressed in the Works Council regional evaluation report).

Proposals should be no longer than five (5) pages in length for each project and should be as specific as possible in demonstrating the following:

### A. Statement of Regional Need

#### 30 Points

Applicants should address the following questions for **each project**:

1. Which primary employment sectors and associated pathways will be the focus of the project? Why?
2. After conducting an informal environmental scan of activities related to the project, what gaps exist in the region that this project will fill?

### B. Project Description, Performance Measures, Evaluation, Sustainability

#### 60 Points

Please describe the key components of each project the Works Council plans to conduct.

In addition, please address the following questions:

1. What initiative(s) does the Works Council plan to undertake to increase CTE Awareness throughout the region and in local communities?
2. What are the primary outcomes that this project aims to achieve?
3. What partners are collaborating to address this need, and what will be their role? These partners may include high schools, CTE centers, postsecondary providers, employers, and community-based organizations. What are the responsibilities of each partner?
4. Please describe the grant proposal timeline.
5. Please describe major deliverables.
6. What outcome based measures will the grantee utilize to evaluate how well grant outcomes and objectives were achieved?
7. What additional plans does the Works Council have for ensuring a substantive evaluation and sustainability plan?

**C. Budget Narrative**  
**10 points**

1. Please detail all costs outlined on the budget form.

***Section IV: Submission Requirements***

**A. Application Format**

Applications must be typed, single spaced in size 11 font on 8 ½” by 11” paper with all pages sequentially numbered and the Regional Works Council number at the top of every page. The entire proposal for each project may be no longer than 5 pages, not including required pages, such as the cover sheet and budget detail sheet.

**B. Submission Requirements**

All grant proposals are to be submitted electronically to CECI by an Indiana Regional Works Council by the proposal due date.

Electronic copies of the narrative and budget forms in Microsoft Word must be submitted to Dana Carter at [dcarter@ceci.in.gov](mailto:dcarter@ceci.in.gov) with the subject “Region #: CTE Awareness Initiatives Grant Application.”

A confirmation email will be sent when the electronic version of the application are received. Use the Grant Application Checklist to check that all components have been submitted.

**C. Technical Assistance**

Questions about this grant opportunity may be addressed to Dana Carter, Assistant Director, Indiana Works Council, at [dcarter@ceci.in.gov](mailto:dcarter@ceci.in.gov) or 317-232-7662.

### **Application Checklist**

- ☐ Form 1: Grant Application Cover Sheet
- ☐ Form 2: Budget Detail Sheet
- ☐ Grant Narrative
- ☐ Vender Form 53788

### **List of Appendices**

- ☐ Appendix A: Vendor Form 53788
- ☐ Appendix B: Invoice
- ☐ Appendix C: Grant Contract
- ☐ Appendix D: Indiana Regional Works Council Reports – Executive Summary

## Form 1: Grant Application Cover Sheet

Works Council Region: \_\_\_\_\_

Chairperson of Region: \_\_\_\_\_

Signature of Chairperson: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: IN Zip+4: \_\_\_\_\_

### Fiscal Agent

Name of Organization: \_\_\_\_\_

Contact

Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature of Fiscal Agent: \_\_\_\_\_

### Project Director *(person responsible for conducting daily grant operations)*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Any Additional Contact Information

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_



### Form 2: Application Budget Detail Sheet

Note: When entering dollar amounts, round off to the nearest dollar. Submit details explaining the expenditures by category below.

Explanation of Expenditure	Amount Requested
Salary Expenses	
Equipment	
Marketing Expenses	
Other Costs:	
<b>TOTAL FUNDS REQUESTED</b>	